

Title: WIC Benefit Over Issuance

Purpose

Participants are limited to the maximum quantities for food items as specified in the 7CFR 246.10 and the State Plan. Over issuance of foods must not occur. Repayment of an over issuance will be made by the local agency.

Authority

7CFR 246.12 and 246.13

Policy

A monetary penalty will be imposed on local programs for redeemed over issued WIC benefits.

Guidelines

I. Over Issuance

An over issuance is any instance where more than the maximum allowable benefit is issued to a participant for a benefit period.

II. Over Issuance Reconciliation

- A. Per the contract between your Local Agency and the State Office, the local agency is responsible for any WIC funds misspent due to over issuance.
- B. For over issued WIC benefits, the state office will charge the local agency for the value of the over issuance.
- C. Monetary penalties are reflected as a reduction in the monthly WIC Expenditure Report for the local agency.

III. Void/Reissue for Returned Formula

- A. Void/reissue occurs when a participant changes formula types and brings unused formula from a previous benefit set to the clinic to exchange for benefits with a new formula type.
- B. If void/reissue takes place, a completed "Food Instrument Void/Reissue Form" must be scanned into the participant folder at the time of the void/reissue. See Attachment V for a copy of the Food Instrument Void/Reissue Form.

Returned Formula

- A. All formula returned as a result of void/reissue and with a current date must be donated to either a food bank, a community program which provides food assistance or the local public health nurse.
- B. If special formula is returned, contact the State Office for redistribution of the formula.
- C. A log of all donated formula must be kept by the clinics, along with receipts from the receiving entity. The log should include the date, participant name, where the formula was donated and number of containers and type returned.